

**Kent County  
LEPC Meeting Minutes  
January 9, 2018**

**Attendees**

Mark Dolan	DNREC	Bill Davis	EPCRA
Kenneth Cenci	DNREC	David Irwin	NCC LEPC
Sand Hoffman	Chesapeake Utilities	Heather Hudson	DPH
Charles Boyer	Town of Smyrna	Rachael Philbs	DNREC/Parks
Lester Guyer	Sta. 42	Dan McLaughlin	KCDPS
Lance Wyatt	Growmark	Dawn Rothermel	Growmark

Dan McLaughlin called the meeting to order at 9:00 am.

Welcome from Dan and introduction of all the attendees.

Approval of minutes from last meeting.

**Current Issues**

**Bill Davis –Tier II –**

**EPCRA Reporting Program LEPC Report – September 2017**

- In December, *TierIIManger*<sup>™</sup> software update #72 was put online to address the fee increase, GIS-related changes, and other issues that were identified in the planning module.
- Annual Hazardous Chemical Inventory ("Tier II") reports for 2017 (due with fees by March 1st) have begun to be submitted.
- Multiple emails have been sent to facility regulatory point of contacts advertising the workshops and highlighting the major changes for this year:

**THREE IMPORTANT CHANGES FOR THIS YEAR'S REPORT**

- (1) Our office mailing address has changed. All correspondence, including fee payment checks, should be addressed to:

**EPCRA Reporting Program, DNREC  
155 Commerce Way, Suite B  
Dover, DE 19904**

- (2) The EPA has adopted hazard classes based upon OSHA's *Globally Harmonized System of Classification and Labeling of Chemicals* (GHS). Where previously you have selected from 5 hazard classes, there will now be **24**. This will require a review of the hazards as described in the Safety Data Sheet (SDS, or previously called "MSDS"), and the hazard class information to be re-entered for the 2017 reporting year.

Note, that if you are a frequent user of *TIER II MANAGER*<sup>™</sup>, your web browser *might* retain previous webpage formatting codes, and the new 24 hazard classes will appear as a continuous

horizontal line in the report (which is undesirable). To view the hazard classes in clean columns (as intended), a “*forced refresh*” will be needed; hit “Control F5” for Microsoft computers or “Command R” for Macs.

- (3) Fees for reporting year 2017 have been increased \$20 per chemical for both *extremely hazardous substances* (\$100) and *hazardous chemicals* (\$60).
- **January Workshops** - The 3-hour workshops will demonstrate the online system and review the chemical inventory reporting requirements in general. Of special interest, 3 workshops will have a bonus presentation by OSHA regarding Safety Data Sheets and the hazard classes. Registration is required and sessions will begin at **9:00** am (registration 8:45). Class size is limited, so early registration is encouraged. Workshop dates/locations are as follows:

Date	Day	Location
1/9	Tuesday	Dover Fire School <b>Joint session with Kent LEPC meeting</b>
1/11	Thursday	Georgetown Fire School <b>Joint session with Sussex LEPC meeting</b>
1/16	Tuesday	New Castle Fire School
1/18	Thursday	Dover Fire School <b><i>Bonus OSHA Presentation</i></b>
1/23	Tuesday	Georgetown Fire School <b><i>Bonus OSHA Presentation</i></b>
1/25	Thursday	New Castle DNREC Lukens Drive <b><i>Bonus OSHA Presentation</i></b>

The presentations have been posted on the SERC webpage:

<http://www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx>

- **Reporting Status:**

#### **Reporting Year 2016 EPCRA 312 (Tier II) Reports**

(LEPC designations as reported by the Facility)

<b>1/5/18</b>	
<b>2184</b>	<b>State Total</b>
<b>754</b>	<b>Sussex</b>
<b>472</b>	<b>Kent</b>
<b>823</b>	<b>New Castle</b>
<b>135</b>	<b>Wilmington</b>

72 more reports have been submitted for RY2016 versus RY2015 by this time last year.

## **Avery Dalton– Delaware Emergency Agency Reports –**

- Recent Meetings
  - SERC Quarterly meeting was held on December 13, 2017.
  - SERC Planning & Training Committee meeting was held on November 16, 2017.
- HMEP Grant
  - FY17 grant closed for this fiscal year on September 30<sup>th</sup>. Approximately \$16,000.00 dollars was carried over to this year for a Hazmat tabletop exercise in September. A tabletop exercise is planned for September of 2018 and a functional exercise is planned for 2019.
  - 2017-2018 - current balance for FY18 grant starting on October 1<sup>st</sup>, is \$106,804.00. No invoices have been submitted to date.
- Past Events
  - SERT Plan - Oil and Hazardous Substance Incident Contingency Plan
    - The SERT Plan was delivered on November 14<sup>th</sup> and was distributed to the DSFS for the Fire Companies and to several state agencies. A password secure PDF version of the plan was also provided to the SERC, LEPCs, and Fire Chiefs.
  - Chemical Safety & Security Workshop – November 1<sup>st</sup>
    - The workshop was very successful and well received. There were 151 attendees, not counting the presenters. We appreciate everyone who helped with donations and support. Per Lisa Dunaway
- Upcoming Events
  - REP Exercise 5/22/2018
    - DEMA's Radiological Emergency Program will have a graded exercise on May 22<sup>nd</sup>. There will also be several out of sequence graded drills prior to the May exercise. These drills will cover Emergency Worker evacuation, decontamination, and medical treatment, and DNG operated Reception Centers for evacuees.
  - Regional Hurricane Exercise 5/2/2018 to 5/9/2018
    - May 2-9, 2018 – DEMA will participate in a regional hurricane exercise. More information to follow.

## **Old Business**

### **Bob Barrish – Facility Inspections –**

- Visited Service Energy on 11/28/17
- Visited US Cold Storage on 12/12/17

Both have excellent Emergency Response Plans.

**Sussex LEPC – No report**

**Dave Irwin – New Castle County LEPC – No report**

**Wilmington LEPC – No report**

**Dave Irwin – Annual Statewide Hazmat Training Workshop – No report**

**New Business**

Nothing new to report.

**Program – EPCRA Presentation**

Next LEPC meeting will be **Tuesday, March 13, 2018 at 10:00 am at Kent County Department of Public Safety Building.**

Meeting adjourned.

Respectfully submitted,

*Nicole Vautard*

Nicole Vautard  
Kent County Dept. of Public Safety  
LEPC Secretary